

## SELF-SERVICE CENTER

### PROCEDURES: FILING THE MOTION AND COURT PAPERS FOR TEMPORARY ORDERS

Here are the steps to ask the court for **TEMPORARY** orders while you wait for a final court order for divorce, legal separation or annulment, and/or for child custody, child support, and/or parenting time. This process has several steps. After you complete filling in the court papers, follow each step in order as described below:

**STEP 1: MAKE COPIES OF ALL THE PAPERWORK.** Make copies of the documents to assemble the originals and copies into **4 SETS**, as described in the boxes below.

Note that some of the forms listed are ONLY required if you are asking for temporary orders regarding children, and some are only required if you are asking for orders for spousal maintenance. If a small raised number appears at the end of the name of a form (for example: *"Parenting Plan"*<sup>2</sup>), look at the line with the matching number below these boxes to see if you need that form.

<b>SET ONE: ORIGINALS FOR CLERK OF COURT</b> <i>"Motion for Temporary Orders"</i> Family Court Department Notices about: a) Returns/Conferences, and b) Temporary Orders Hearings <i>"Affidavit of Financial Information"</i> <sup>1</sup> (completed) <i>"Parenting Plan"</i> <sup>2</sup> <i>"Parents Worksheet for Child Support"</i> <sup>3</sup> (completed) <i>"Sensitive Data Sheet"</i>	<b>SET TWO: COPIES FOR THE JUDICIAL OFFICER</b> <i>"Motion for Temporary Orders"</i> Family Court Department Notices about: a) Returns/Conferences, and b) Temporary Orders Hearings <i>"Affidavit of Financial Information"</i> <sup>1</sup> (completed) <i>"Parenting Plan"</i> <sup>2</sup> <i>"Parents Worksheet for Child Support"</i> <sup>3</sup> (completed) (no Sensitive Data Sheet required)
<b>SET THREE: COPIES FOR OTHER PARTY</b> <i>"Motion for Temporary Orders"</i> Family Court Department Notices about: a) Returns/Conferences, and b) Temporary Orders Hearings <i>"Affidavit of Financial Information"</i> <sup>1</sup> (completed) <i>"Order to Appear on Temporary Orders"</i> <i>"Parenting Plan"</i> <sup>2</sup> <i>"Parents Worksheet for Child Support"</i> <sup>3</sup> (completed) <i>"Sensitive Data Sheet"</i> BLANK <i>"Affidavit of Financial Information"</i> <sup>1</sup> BLANK <i>"Parents Worksheet for Child Support"</i> <sup>3</sup>	<b>SET FOUR: COPIES FOR YOU</b> <i>"Motion for Temporary Orders"</i> Family Court Department Notices about: a) Returns/Conferences, and b) Temporary Orders Hearings <i>"Affidavit of Financial Information"</i> <sup>1</sup> (completed) <i>"Order to Appear on Temporary Orders"</i> <i>"Parenting Plan"</i> <sup>2</sup> <i>"Parents Worksheet for Child Support"</i> <sup>3</sup> (completed) <i>"Sensitive Data Sheet"</i>

This form is **ONLY** required if you are requesting:

1. temporary spousal maintenance/support and/or attorney fees.
2. temporary child custody/parenting time.
3. temporary child support.

### STEP 2 FILE THE PAPERS AT THE COURT

Take the original and three sets of copies to the **Clerk of the Court's Filing Counter** at any one of the Superior Court locations in Maricopa County:

**Central Court Building**  
201 West Jefferson, 1st floor  
Phoenix, Arizona 85003  
**Northwest Court Complex**  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

**Southeast Court Complex**  
222 East Javelina Drive, 1st floor  
Mesa, Arizona 85210  
**Northeast Court Complex**  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

### IMPORTANT NOTE ABOUT YOUR CASE NUMBER

If the either party **previously** filed the "**Petition**" for Divorce, Legal Separation, Annulment, Child Custody, Parenting Time, and/or Child Support, and you are now only filing a request for temporary orders, make sure you have written the same case number as stamped on the "**Petition**" on all your documents. If you are filing the "**Petition**" **now**, at the same time as these papers for temporary orders, the Clerk will stamp a new case number in the upper right-hand corner of all the documents.

**Use this number on every paper you file with the court for this case.**

Hand all four sets of documents to the Clerk at the Filing Counter. The Clerk will file the originals (SET ONE) and stamp each set of copies to show the documents were filed. **Make sure you get all three (3) sets of copies back from the Clerk.**

**STEP 3 TO GET A HEARING SCHEDULED:** *After you have filed your documents* with the Clerk of the Court, the Clerk will then direct you to one of the following administrative offices or to the in-box of the Judicial Officer who will hear your case:

**Central Court Building**  
201 West Jefferson, 6<sup>th</sup> floor  
Phoenix, Arizona 85003  
(To Family Court Administration)

**Northwest Court Complex**  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374  
(To Judge's in-box)

**Southeast Court Complex**  
222 East Javelina Drive, 1st floor  
Mesa, Arizona 85210  
(To Court Administration)

**Northeast Court Complex**  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032  
(To Judge's in-box)

**BRING WITH YOU A SELF-ADDRESSED STAMPED ENVELOPE** that is ***big enough to fit all 3 packets*** (9½ "x12"). **Make sure to put enough postage on the envelope to have it mailed back to you.** Have the Post Office **weigh** the 3 sets of papers to find out the exact postage needed.

The Judge's staff will fill in the **ORDER TO APPEAR** with the date, time, and place of the court hearing and then mail the papers back to you. *If you receive all 3 sets back*, keep one set for your records and one set for the Judge. Bring both to the hearing. Send the other set to the other party.\* If you receive only 2 sets back, the Judge kept his or her set of documents and you only need to bring your set of copies to the hearing.

**STEP 4 \*SEND OR SERVE: DELIVER THE PAPERS TO THE OTHER PARTY:** If one of the petitions listed above "STEP 1" has *already* been filed and served by one of the parties, you may send these documents by mail or other method though you may want to consider using a method that provides proof of delivery. If you are filing these temporary orders papers *together* with the petition, then the papers must be "**served**" and may be delivered by the Sheriff's Department, a licensed private process server, or by one of the other methods described in the "SERVICE" packet available for purchase from the Self-Service Center or for free on the web at:  
[www.superiorcourt.maricopa.gov/ssc/forms/fc\\_group\\_20.asp](http://www.superiorcourt.maricopa.gov/ssc/forms/fc_group_20.asp)

**STEP 5 AT THE HEARING.** Be on time. Dress neatly. Be prepared to tell the Judge about the case, and why the temporary order is necessary. Bring all paperwork with you that you think the Judge should look at, such as reports about the children and financial records.  
  
Bring *your set of copies* with you to the hearing; if the Judge's staff sent back all 3 sets of copies as described in STEP 3 above, bring the Judge's copies also. **AND if you are requesting temporary child support or spousal maintenance, bring the "Judgment Data Sheet".**

All forms referred to in these instructions may be purchased at the Self-Service Center or obtained for free via the internet at: [http://www.superiorcourt.maricopa.gov/ssc/forms/forms\\_available.asp](http://www.superiorcourt.maricopa.gov/ssc/forms/forms_available.asp)

**DO NOT BRING CHILDREN TO COURT.**